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TRANSPORTATION DIVISION

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TRANSPORTATION DIVISION
RESPONSIBILITY AND SERVICES PERFORMED

The functions and activities of this Division are to handle all travel arrangements for civilian and military personnel of the entire agency in connection with temporary duty travel and permanent changes of official station, [] to overseas assignments, including dependents, personal effects and household goods.

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The Division makes necessary reservations, issue Transportation Requests; arranges for issuance of passports and necessary visas; military permits; procures tickets and generally coordinates all travel arrangements.

Handles the forwarding of supplies and equipment to all field offices overseas, arranging for space reservations via rail, sea and air transportation both commercial and military.

This Division also operates a motor pool for official transportation in the Washington area and to the various outlying areas recently activated. Provides motor truck service for the movement of supplies and equipment locally and to transport cargoes to the various ports for onward shipment.

Operates a completely equipped garage for storage, servicing, maintenance and minor repairs for approximately one hundred ten motor vehicles, passenger cars and trucks, located in the Washington area.

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